

ADMISSIONS 2017- 2018 - IMPORTANT INFORMATION

ALSO READ FAQs

1. **All admission queries will be received only from 2 May, 2017**
Email: admissions@stellamariscollege.edu.in
Call: 044-28111941 and 044-28111951 from 9:30 a.m. to 4:00 p.m. Monday to Friday
2. UG and PG applications for 2017-2018 will be available **only online** from **4 May 2017**.
3. Application forms will not be available on campus.
4. Completed Application forms must be submitted **only online**. They will not be accepted on campus.
5. All credit cards will be accepted for payment of online application form.
6. Catholic applicants should upload a scanned copy of their Baptism Certificate within the size indicated on the application form.
7. One round of interviews for CBSE applicants will be conducted after the declaration of the CBSE results.
8. Applicants through the sports quota will have to apply through the normal application procedure. Before they can be considered for interview, selection trials will be conducted at Stella Maris College, approximately a week after the publication of results.
9. The norms for admission for NRI applicants remain the same as for all other applicants. However, those holding only a foreign passport will be required to pay an additional fee at the time of admission.

ADMISSION PROCEDURE

1. The admission procedure for the undergraduate programmes will begin ten days after the publication of the Higher Secondary examination results.
2. Information regarding interviews for provisionally selected applicants for all programmes will be sent by e-mail and SMS and updated on the college website.
3. Requests for deferring the date of interview will not be considered.
4. No information will be sent to the applicants who have not been selected for the interview.

5. Admission status will be posted on the College website after 8:00 p.m. on the day of interview and on the college notice board the following morning.
6. Fee payment can be made only after the final selection list has been put up and on the dates indicated.
7. Selected applicants must pay the prescribed fees and submit the original and two attested photocopies of the following documents:

**For students of the Tamil Nadu Higher Secondary Board /
CBSE / ISC / Other Boards***

- a. STD X - Statement of Marks or Equivalent Certificate
- b. STD XII or Equivalent Certificate
- c. Pass Certificate (CBSE/ ISC/ others)
- d. Diploma Certificate (if available) – for international students
- e. Transfer Certificate and Conduct Certificate
- f. Community Certificate in the case of MBC / OBC / DNC / BC / SC / ST
- g. Certificate of proof for the differently abled / for those applying in the NCC/ sports quota and for daughter of ex-servicemen etc.
- h. Baptism certificate for Catholic students

***Note:**

At the time of admission, students of other Boards (**within / outside India**) should also furnish the Provisional Eligibility Certificate from the University of Madras

Students applying for postgraduate programmes will also be required to submit the following:

- a. STD X Statement of Marks or Equivalent Certificate
- b. STD XII or Equivalent Certificate
- c. Pass Certificate (CBSE/ ISC/ others)
- d. Diploma Certificate (if available) – for international students
- e. Statement of Marks (semester / year) of their undergraduate programme of study
- f. Consolidated Statement of Marks or Cumulative Marks Statement of the undergraduate programme of study (in the case of candidates from Autonomous Colleges)

- g. Mark sheets of full five semesters and if available, online mark sheets of the sixth and final semester.
- h. Undergraduate Degree Provisional Certificate issued by the University
- i. Eligibility Certificate from the University of Madras (for students who have passed their qualifying examinations from other Universities)

For the attention of international students:

International students should produce a valid Passport and VISA / Refugee Certificate / OCI with two sets of attested copies of the same, at the time of admission.

For students applying for the M. A. Public Relations Programme

Applicants should submit photocopies of the following:

1. Additional certificates or diplomas obtained
2. Prizes/participation certificates in seminars, workshops, competitions co-curricular or extracurricular activities like NSS, NCC, games and others
3. Volunteer activities, social services, field work or any other
4. Project reports, research reports, and paper presentations

All the above achievements will be considered and given weightage during the selection process.

Note:

The name of the applicant and date of birth should be the same as the one on the Standard X certificate. No correction or overwriting is permitted without attestation / signature of the proper authority.

All applicants are informed that the original Transfer and Conduct Certificates produced at the time of admission will not be returned under any circumstances.

HOSTEL

A limited number of seats are available in the hostels. Applicants are informed that hostel applications should be submitted along with the College application form. Admission to the College does not guarantee admission to the College hostel. Preference will be given to Catholic applicants from the Madras-Mylapore Diocese area.

CHECKLIST FOR ONLINE SUBMISSION

1. Online application form
 2. Scanned signature of applicant and parent**
 3. Upload scanned photograph of applicant**
 4. If Catholic, scanned copy of the Baptism Certificate**
- ** within the size indicated on the application form.

All communication should be addressed to The Principal, Stella Maris College, 17 Cathedral Road, Chennai - 600086.

Please quote the application number for further reference.